

COMMITTEE OF THE WHOLE

12-0437R

RESOLUTION ADOPTING THE MINNESOTA GENERAL RECORDS  
RETENTION SCHEDULE FOR CITIES.

CITY PROPOSAL:

WHEREAS, to comply with the records management statute, Minnesota Statutes Section 138.17, it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

WHEREAS, Minnesota Statutes Section 138.17 establishes the records disposition panel and requires all government entities to follow an orderly process in disposing information; and

WHEREAS, the state of Minnesota has approved for use by all Minnesota cities the *Minnesota General Records Retention Schedule for Cities* which authorizes cities adopting said schedule an orderly method of disposing of municipal records; and

WHEREAS, the *Minnesota General Records Retention Schedule for Cities* is regularly updated.

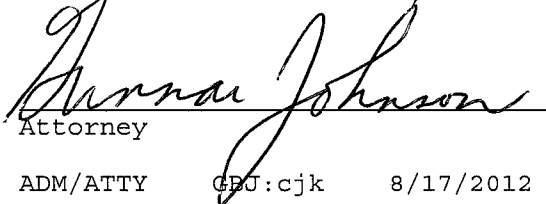
NOW, THEREFORE, BE IT RESOLVED, that the city council hereby adopts the *Minnesota General Records Retention Schedule*, providing for the retention and destruction of records as set forth in said schedule and subsequent revisions.

FURTHER RESOLVED, that the city clerk shall notify the Minnesota historical society/state archives department of such adoption pursuant to Minnesota Statutes Section 138.17.

Approved:

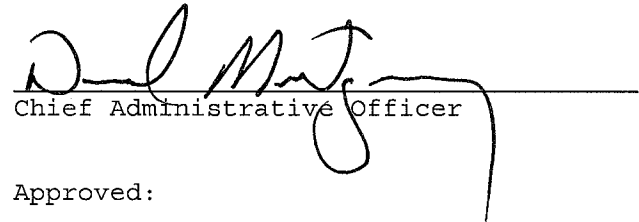
  
Department Director

Approved as to form:

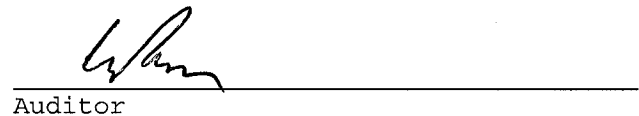
  
Attorney

ADM/ATTY    CPU:cjk    8/17/2012

Approved for presentation to council:

  
Chief Administrative Officer

Approved:

  
Auditor

STATEMENT OF PURPOSE: This resolution adopts the state of Minnesota General Records Retention Schedule for Cities in accordance with Minnesota Statutes Section 138.17 providing for the retention and destruction of municipal records.